

# **JOB OPPORTUNITY STATE OF HAWAII**

# **DLIR**

---

Department of Labor and Industrial Relations (DLIR)  
830 Punchbowl Street, Room 312  
Honolulu, Hawaii 96813 Phone (808) 586-9040

Opening Date: August 11, 2006

**LEGAL CLERK  
OFFICE OF LANGUAGE ACCESS  
\$28,968 - \$ 29,976 Per Year  
OAHU (Downtown Honolulu) Employment**

Exempt, Non-Civil Service Position. Salary negotiable. Continuous recruitment until needs are met.

Job Duties: Responsible for preparing and typing in proper format, a variety of legal documents in support of staff attorney and other office personnel. Establish, maintain and close case files and records. Verifies and updates case files and indexes and organizes documents to assist OLA staff attorney; organize and maintain reference library. Assists in responding to inquiries and requests for information; explains legal processes and procedures and serves as a liaison between Office of Language Access attorney and agencies.

Minimum Qualifications: Excellent oral and written communication, computer and presentation skills; strong organization, analytical, problem solving, interpersonal and conflict resolution and management skills; able to establish and maintain cooperative work relationships and utilize innovative and creative approach to problem resolution. Must be a high school graduate with two years of general clerical experience involving the operation of a personal computer; perform variety of clerical tasks that demonstrates knowledge of English grammar, spelling, general math, business correspondence and office procedures. Two years of progressively responsible legal clerical work that has involved preparing, processing and filing of legal documents. Demonstrate positive attitude and sensitivity to assist limited English proficient persons.

To apply, you may send a resume or complete the Application for Exempt Employment (HRD 278) form which can be downloaded from our website: <http://hawaii.gov/labor/jobs.shtml>. You can also call the Department of Labor and Industrial Relations Personnel Office (DLIR) at (808) 586-9040 to have an application form mailed to you. Send your resume or completed application to the DLIR Personnel Office, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813. Applicants may also apply through the DLIR's HireNet Hawaii system at [www.hawaii.gov/labor](http://www.hawaii.gov/labor).

**An Equal Opportunity / Affirmative Action Employer**